

~~SECRET~~

SEP 8 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Adjustment in Security Office Table of Organization

25X1 1. Attached as Tab A is a memorandum dated 25 August from the Security Office requesting the change of job title of one clerical position in the SSD Pool and the transfer of three clerical positions from [] field offices to the [] located in the Washington area. There are no changes in grade involved in these transfers. 25X1

25X1 2. The request for a change in job title from Clerk Stenographer to Security Clerk, is occasioned by a shift in emphasis in the clerical support rendered by the SSD Pool to agent personnel in the []

25X1 3. The transfers of the three Clerk Stenographer positions from the field offices specified in Tab A are requested for necessary support to agent personnel who have recently been assigned to the []

4. As the costs of the personnel involved in the transfers are still chargeable to the same allotment, and no grade changes are requested, no budgetary or personnel ceiling consideration is involved.

5. Your approval is recommended.

25X1

[]
Asst. Management Officer
(DD/A Area)

ATTACHMENT

Tab A - Security Office Memo

APPROVED

Date: SEP 8 1954

25X1

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Chief, Management Staff

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TAB

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification & Wage Division DATE: 25 August 1954
 Personnel Office

FROM : Chief, Administration & Training Staff
 Security Office

SUBJECT: Security Office T/O

In keeping with work requirements please change
 the following positions as indicated:

	<u>From</u>	<u>To</u>	
	Clerk Stenographer T214 GS-0312.01-5 Special Security Division SSD Pool	Security Clerk GS-1810.01-5 Special Security Division SSD Pool	
25X1	Clerk Stenographer T196 GS-0312.01-4 Special Security Division [Redacted]	Clerk Typist GS-0322.01-4 Special Security Division [Redacted]	25X1
25X1	Clerk Stenographer T186.01 GS-0312.01-4 Special Security Division [Redacted]	Clerk Stenographer GS-0312.01-4 Special Security Division [Redacted]	25X1
25X1	Clerk Stenographer T186.02 GS-0312.01-4 Special Security Division [Redacted]	Clerk Stenographer GS-0312.01-4 Special Security Division [Redacted] 25X1	25X1

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4-27-54
SO/A&TS/EWS:jg (25 Aug 1954)

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SEP 1 1954